

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-09-018

**OPEN TO:** All interested candidates

**POSITION:** Project Management Specialist – Governance  
Social Sectors Office

**OPENING DATE:** November 5, 2009

**CLOSING DATE:** November 18, 2009

**WORK HOURS:** 40 hours/week

**SALARY:** (JD15,298 – JD25,243)  
Position Grade Level 10

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Specialist – Governance in the Social Sectors Office. This is a Personal Services Contract (PSC) position, grade FSN-10. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-10 level.

## **Basic Function:**

The incumbent will serve as a project manager for the Mission's highly visible and sensitive governance initiatives. These governance activities will be designed to support social sector objectives and reform in Jordan. The incumbent will serve as an advisor to senior Mission management, ensuring on-going and timely analysis of democratic governance data and trends, and analysis of key obstacles to democratic governance development in Jordan. S/he will recommend potential solutions for enhancing democratic governance in Jordan.

The incumbent will interact with and serve as project manager for contracts and grants to USAID implementing organizations in governance development sectors, as required, to support the USAID/Jordan Governance Team. S/he will work under the direct supervision of the Governance Team Leader. Together with the other members of the Governance Team s/he will be responsible for meeting USAID/Jordan's Governance objective of Strengthened Democratic Reform.

### **Major Responsibilities:**

Participate in the planning, design, management and monitoring of the Mission's governance initiatives, as required. Prepare statements of work, comprehensive sector assessments and other required technical materials for any solicitation for assistance and/or acquisition regarding governance programs. Participate on technical selection committees.

Serve as a project manager for governance projects. In this capacity, the incumbent will prepare project implementation documents, coordinate project activities with relevant ministries and Jordanian organizations and manage all USAID inputs for successful implementation of project(s). S/he will provide oversight for implementation of all governance and NGO activities in the sector assigned to her/him, including management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to approved work plans. The incumbent will conduct site visits, review reports and perform assessments to monitor program progress, as well as contractor and NGO performance in the implementation of activities.

Continually assess developments and trends in the areas of governance -including tracking any changes in policies, programs, or other related sectors (such as economic development or press freedom) that affect democratic governance in Jordan.

Actively participate in the development of required reports for internal USAID purposes (Annual Report, portfolio reviews, briefing/talking points for high level visits)

Collaborate with other key international and Jordanian organizations in the governance sector and/or organizations that work with NGOs to ensure synergy of program activities and to work together to promote democratic governance development.

### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted:

1. Bachelor Degree in Political Science, Law, Public Administration or Social Sciences is required.

**Supporting documentation must be included in the application.**

2. Minimum of three years of progressively responsible experience in managing development projects or legal practice is required, (i.e. managing governance related programs for an NGO or other organization, or working as a high-level advisor/practitioner in the governance field).
3. Demonstrated fluency in both written and spoken English and Arabic (Level IV) is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.
4. Thorough knowledge of the Jordanian sectors involved in democratic governance development and reform – including active NGOs, political parties, professional associations, media outlets, government institutions. Good knowledge of the concepts, principles and practices employed as best practices in development programs and, in particular, deep understanding of key constraints to democratic governance in Jordan is required. Experience in planning, design, implementation, monitoring and evaluation of governance projects is required.
5. Demonstrated ability to collect and organize information, analyze data, use technical reference material, and write coherent project documents and reports is required. Strong interpersonal skills and ability to work within a team and negotiate with others is required. Ability to establish and maintain an extensive range of contacts with GOJ officials, NGO staff, and representatives of donor organizations is required. Ability to dialogue with decision-makers and make clear and persuasive oral presentations is required.
6. Demonstrated computer skills in specialized software including Windows 2003 and Microsoft Office Suite are required. Demonstrated ability to navigate the Internet with ease is required.

### **Selection Process:**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be invited for testing. The test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must complete 52 weeks of employment in their

current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Optional Application for Federal Employment Form – OF-612; plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:

[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**Point of Contact:**

Point of Contact: Questions may be directed to American Embassy, Human Resources office, Tel: 5906000 ex 6508, Fax: 593-1598.